

PMI-MN Charter for Community Services Community Project Coaching Project

FINAL

Charter Name: Community Project Coaching Project
Charter Date: October 30, 2007
Approval Date:

Sponsor (Director): Matt Mehring
Chair: Cathy Bartholet
Program Manager: David Yutesler

Background:

The Community Project Coaching (CPC) project matches chapter members with community non-profit organizations so members can provide project management coaching to employees at these non-profit organizations who have been tasked with managing one or more projects. One outcome of coaching is the hope that the non-profit organization can learn how to use project management methodologies to more productively manage their limited resources.

Scope:

The project includes recruiting and training coaches, recruiting non-profit corporation projects, and providing project management training to non-profit project managers. Each project management coaching assignment is usually limited to a three to six month assignment. In this time the coach works with the person tasked with managing a project at the non-profit organization to create the project charter, a project schedule, and begin to track project status and issues. The CPC project usually coordinates anywhere from 5 to 15 coaching opportunities per year.

Strategic Goals (What):

- Develop relationships with other organizations (like the United Way) so the CPC project has other sources of coaching opportunities.
- Promote the project management profession.
- Promote PMI-MN and the benefits of membership.

Program Goals (How):

- Research other grantee organizations and then contact these organizations to explain the CPC project.
- Build project management skills in the community of non-profit organizations.
- Encourage involvement in PMI-MN and activities such as dinner programs and PDD so individuals at non-profit organizations who act as project managers have an opportunity to develop contacts and resources that may be of assistance to them.

Metrics (How to measure success):

- Track whether project managers at non-profit organizations become active in PMI-MN.
- Use evaluation forms to determine the quality of the program from the perspective of the coaches and the nonprofit project managers
- Measure the number and type of coaching engagements during a given year

Budget (Detailed budget - Revenues & Expenses - in the spreadsheet):

Department #	822
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Annual High Level Milestones (A detailed project schedule as needed):

- Determine number and names of non-profit organizations for which the United Way may need coaches—January/February.
- Assign coaches to coaching assignments—February/March.
- Provide training to non-profit project managers—March/April
- Determine number and names of non-profit organizations for which the United Way may need coaches—August/September.
- Assign coaches to coaching assignments—September/October.
- Provide training to non-profit project managers—October/November
- Provide training for 2008 coaches—November



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Communication Plan (Communicate to Marketing Communications where their assistance will be needed):

- Publicize coaching experience in at least three newsletter articles.
- Publicize the CPC program via the corporate foundations of Corporate Partners.
- Reach out to other nonprofit organizations about the possibilities of the CPC project by participating in the Minnesota Council of Nonprofits organization.

Resources & Key Contacts (Team, Vendors, Regional, Global):

- Project Manager for the CPC project.
- Mark Barry and Mike Wold to coach the new leadership of the CPC project as questions arise.

Issues, Risks, Dependencies, and Critical Success Factors:

- **Critical Success Factors**
 - Continuing the good relationship with United Way and their Service Through Technology program manager
 - Ability to attract enough coaches to match the projects
 - Strong CPC leadership and planning team
- **Dependencies**
 - United Way Service Through Technology program grants
- **Issues and Risks**
 - Loss of United Way grantees would have a serious impact – need to continue to explore other sources of Projects including corporate partner foundations

Additional Reference Materials:

Policies, Procedures and Templates (All documents should be in the Region 2 Web Site):

- Coach Application Form
- Coaching Organization Application Form
- CPC Team Roles document